State of Minnesota
Classification Specification

Class Code: 002241 Bargaining Unit(s): 214
Career Family: Loans and Grants Careers

Grants Specialist 4

I. KIND AND LEVEL OF WORK

The fourth of four levels in the Grants Specialist series. Under limited supervision, an employee in this class coordinates statewide grants programs by: testifying as a technical expert before legislative committees and at other public forums; establishing program goals and objectives; directing the activities of consultants, project managers and other staff at all levels as they relate to the grants program; developing financial reporting systems; developing and conducting grant administration training sessions for both internal and external grant personnel; monitoring compliance of grantees; and evaluating policies and procedures for grant administration.

II. DISTINGUISHING CHARACTERISTICS

Grants Specialist 4s have significant knowledge of grants management, including administration, monitoring, policies, and procedures. Incumbents are responsible for developing grants programs and related procedures and may testify about these programs in public forums including the legislature. The size and scope of grants is significant, with multiple grants under the oversight and review of incumbents at this level. Individual grants are often managed by other staff, but the structure of the grants programs, including reporting requirements and broader grants management, are the responsibility of positions in this classification.

The Grants Specialist 3 has considerable knowledge of grants management and typically provides oversight to multiple grants but generally has less responsibility for developing the infrastructure of grants programs. Additionally, Grants Specialist 3s often have more direct involvement with daily grants management and monitoring rather than broader policy and program issues. Incumbents at this level may have greater flexibility to implement creative solutions than the Grants Specialist 4, but the impact and scope of the grants are proportionally smaller.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Responsible for budget development, monitoring and maintenance of federal and state match budgets to ensure that federal money is spent in accordance with the grant work plan.
- Oversee the development of statewide grant guidelines, procedures and standards to ensure proper application and use by: coordinating and revising the grants process; preparing progress reports on accomplishments and results achieved; organizing and coordinating support for policies and legislation; establishing program goals and objectives; and coordinating activities of staff, consultants, planners, project managers, and other agencies.
- Coordinate multiple grants, developing and conducting an assessment of program activities.
- Develop and monitor financial and grants reporting systems for state, federal and other funding sources to comply with state and federal auditing and reporting requirements. Prepare budgets

for all grant requests, financial plans and expenditure reports, establish accounting and documentation procedures, and assist granting agencies with recording procedures under grant program guidelines.

- Work with legal and financial staff to develop template contract agreements, review documents, and assure the availability and encumbrance of funds for all awarded contracts.
- Evaluate and recommend policies and procedures for active grants programs by representing the agency on technical and advisory committees, identifying problem areas, developing and reviewing reports, and recommending alternative actions.
- Work with agency grant administrators to monitor and manage grants, including negotiating specific modifications to grant-related transactional documents and approving or disapproving grantee requests for budgetary changes.
- Provide direction and guidance to grant managers to determine overall conformity, establish timetables and quality standards, and document and communicate grant progress and training needs.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Grant administration principles, procedures and techniques and the applicable state and federal laws, rules and regulations sufficient to develop major statewide grants programs.
- Program policies, laws, and rules, including the impact of relevant programs and grants on communities, counties, sovereign tribal nations, and other stakeholders.
- Principles and practices of planning and analysis methods sufficient to formulate study design and to coordinate and direct the work of consultants and interdisciplinary task forces.
- Budgeting policies and practices sufficient to prepare or direct preparation of, review and analyze grants budgets and internal fiscal documents.

Ability to:

- Evaluate information and data and develop policy and program administration recommendations sufficient to identify alternative solutions to complex issues and convey them to a diverse audience.
- Use a variety of models and analytical techniques to assess and evaluate program outcomes.
- Compose, edit and organize material from a variety of sources sufficient to prepare comprehensive report narratives and presentations.
- Analyze fiscal reports for adherence and conformance to federal laws, state statutes, and departmental policies.
- Prepare and interpret complex fiscal reports and records, recognize problems and effect solutions.
- Establish and maintain effective working relationships with public officials sufficient to achieve relevant departmental objectives and implement grants programs and processes.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): Grants Program Coordinator, 07/1981
Planning Grants Coordinator, 08/1990
Grants Specialist Coordinator, 08/1996

REVISION HISTORY

Established: 07/1981

Revised: 11/1993, 10/2026

Title Change: 08/1990, 08/1996, 10/2026

Checked: 07/1999